*Figure 453: Define Name dialog*

To create a named range, select a range of cells from a sheet, then open the Define Name dialog. Next, give the range a meaningful name, and click on **Add** to add it to the current document's list of named ranges. You can then access and modify these ranges using the Manage Names dialog, which is opened by selecting **Sheet > Named Ranges and Expressions > Manage** on the Menu bar, or pressing *Ctrl+F3* (Figure 454). For more detail about how to create and manage ranges, see Chapter 6, Printing, Exporting, E-mailing, and Signing, and Chapter 7, Using Formulas and Functions.
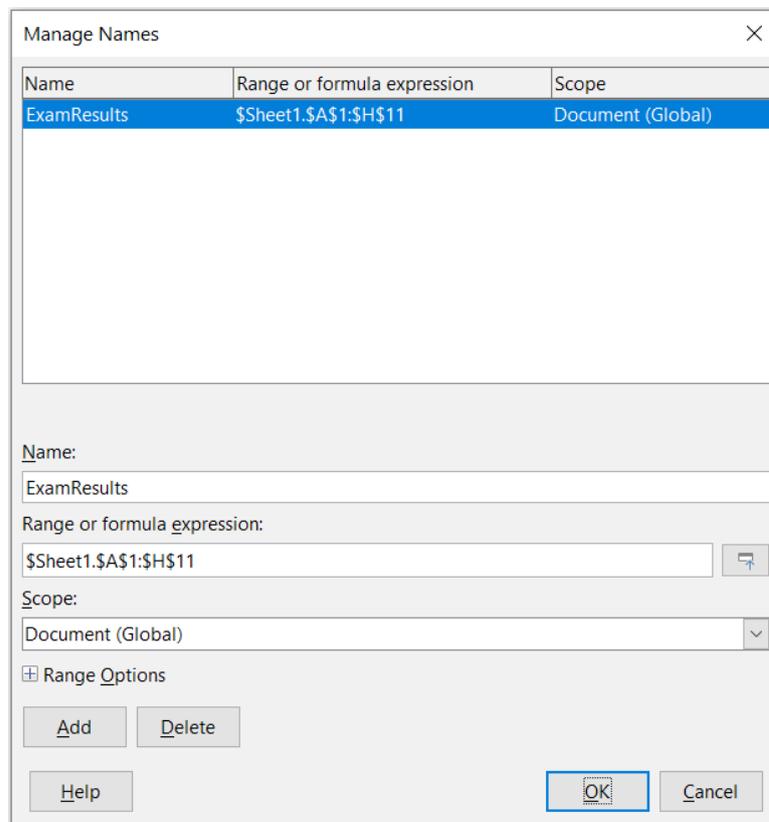


*Figure 454: Manage Names dialog*